



STATEMENT OF ASSURANCES - PROCEDURAL SAFEGUARDS Form 1

First Steps, Kentucky's Early Intervention System, ensures that you as parent/guardian have the right to plan your child's services and programs in a manner that best suits you and your child's needs. In order to protect this system of choice, the following assurances are provided to you and your child.

Please initial that your Service Coordinator presented each point to you and that these assurances were explained to you satisfactorily:

1. A timely, multidisciplinary evaluation will be completed on your child to determine if he/she is eligible under Kentucky's definition for First Steps services. _____
2. Should your child be eligible for First Steps, then you and your child will receive the First Steps services identified on your child's Individual Family Service Plan. You can use the Record Review Process to determine those services. _____
3. Your written consent must be obtained prior to performing the initial evaluation and assessment as well as prior to providing any early intervention service for the first time. The granting of your consent is voluntary and may be revoked at any time. Also, at any time you can refuse any, all or only part of First Steps services without affecting other services or future First Steps services. _____
4. Written prior notice must be given to you within a reasonable time before a service provider proposes or refuses to initiate or change the identification, evaluation or placement of your child (including transition at age three) or the provision of appropriate early intervention services for your child and family. _____
5. All of your family's personal information that may be in your child's First Steps Early Intervention Permanent Record is confidential and cannot be shared with others without your written permission. _____
6. You can inspect your child's First Steps Early Intervention Permanent Record, and if you feel something is not accurate, you may request that the Record include the correct information. _____
7. Your family decides whom to include in your child's program. You can bring anyone you feel comfortable bringing, including an attorney, to any or all dealings with the First Steps program. _____
8. Your family can request that any or all parts of the First Steps program be presented to you in a way familiar to you (Braille, audiotape, native language, etc.). _____
9. There are several ways to resolve your family's complaints with any or all parts of the First Steps program. These include filing a Formal State Complaint with your Program Evaluator, use the Mediation or Due Process Hearing. You can choose which method best suits your needs. _____
10. At least three (3) months before your child's third (3rd) birthday, your child could be referred to the local school district to determine if he/she will be eligible for special education and related services from the school since they are responsible for providing preschool services to children ages three (3) to five (5). _____
11. You have received the name and number of your District TA Team Parent Consultant and understand that the Service Coordinator will release your name and phone number to this Parent Consultant with your permission. _____
12. Your family has received a copy of your rights as they are described in this booklet. _____
13. Your signature on the IFSP is your consent for services to be provided to your child and family. _____
14. If your child meets the criteria for a Surrogate Parent under 34 CFR Chapter III 303.406, First Steps shall ensure that the rights of the child will be protected. _____

Service Coordinator

Date

Parent/Guardian

Parent/Guardian